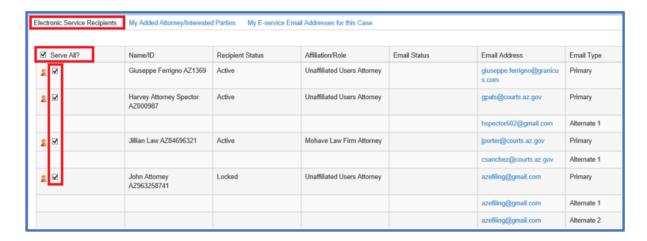
## How to eServe Documents in eFileAZ

- 1. Prepare a submission in eFileAZ. In the Service List tab, the screen will display the known attorneys or self-represented litigants in the case.
- 2. Select any Attorneys/Self-Represented Litigants that are known to the case. User can check the boxes individually or by selecting 'serve all'.

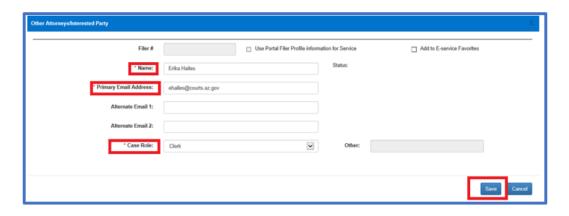


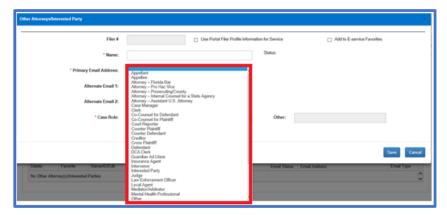
3. To add new eservice recipients, click on 'My Added Attorney/Interested Parties' tab. Select 'Add Other Attorney/Interested Party' to add a recipient.



4. Complete the Attorney/Interested Party information. Two additional emails per party may be provided. Select *Save*.

Note: Multiple options are available for the Case Role. If the Case Role type is not available, please enter the Role in the Other field.





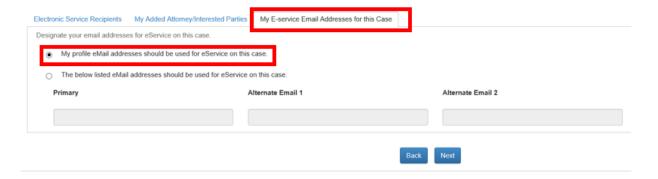
5. Once the recipient information has been entered, the name will appear to the left of the name with a check mark located in the 'Favorite' box. Select the *Back* button.



6. User will be returned to the 'Electronic Service Recipients' tab. Select 'Next' to continue to prepare the submission.



- 7. When you have completed your filing, the recipient will receive an email with detailed instructions, informing the user that they have been eServed.
- 8. Users may confirm their eservice information is correct to receive eserved documents from other parties in the same case. Select the 'My E-Service Email Addresses for this Case' tab. The email address saved in the user's eFileAZ profile will be made available to other parties in the case if the first radio button is selected: 'My profile eMail addresses should be used for service on this case.'



9. To add different email addresses for eservice, select the radio button: 'The below listed eMail addresses should be used for eService on this case.' Enter the email addresses in the fields below and click next to continue preparing the submission.

